

STATE OF CALIFORNIA  
FAIR POLITICAL PRACTICES COMMISSION

OPEN EXAMINATION FOR  
FAIR POLITICAL PRACTICES COMMISSION COUNSEL

August 22, 20066FP01-01

**HOW TO APPLY:**  
Applicants may submit an Examination Application (STD. Form 678, Rev. 12/2001) and résumé in person or by mail to:

FAIR POLITICAL PRACTICES COMMISSION  
FPPC COUNSEL EXAM  
428 'J' STREET, SUITE 620  
SACRAMENTO, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**CROSS-FILING INFORMATION**

This applies to an examination which consists of more than one classification, (a series exam). If you meet the entrance for this class and for the Fair Political Practices Commission Counsel – Enforcement examination, you may apply for both examinations on a single application. Please state on the application which classification(s) you are applying for.

**FINAL FILING DATE: September 4, 2006**

Applications (STD. Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will not be accepted for any reason.

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special arrangements, mark the appropriate box of the Examination Application (STD. 678). You will be contacted about specific arrangements.

**EXAMINATION DATE: SEPTEMBER 2006**

A Supplemental Application will be mailed to you sometime during September 2006 if you meet the minimum qualifications.

**SALARY RANGE: Ranges A-D \$4674 - \$8403**

**ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for the Fair Political Practices Commission. The list will be abolished 24 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

**VETERAN'S PREFERENCE CREDIT will not be granted in this exam.**  
**CAREER CREDITS will not be granted in this exam.**

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the Final Filing date.**

Membership in The State Bar of California. Applicants must have active membership in The State Bar before they will be eligible for appointment. (Applicants who are not members of The California State Bar, but who are eligible to take The California State Bar examination, will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The California State Bar.)

**POSITION DESCRIPTION AND LOCATION**

Incumbents draft rules and regulations; draft legal opinions relative to lobbying activities, campaign practices, and holding political office; draft opinions concerning penalties, prosecution, and immunity there from; represent the Commission in appeals from actions of the Commission and in other judicial and administrative proceedings; research and develop concepts for model conflict of interest codes, and lend technical assistance to State and local governmental agencies regarding conflict of interest codes; review and advise the Commission regarding conflict of interest codes for all State and multi-county agencies; provide advice and opinions to the Commission and the public regarding interpretation of the Political reform Act; appear before the Commission, legislative committees, agencies of the State, and interested groups concerning Commission affairs; analyze and draft legislation on political reform; present legal and policy matters to the Commission; serve in a lead capacity over other attorneys, or other technical and clerical staff; review the legal sufficiency of all court records, briefs, stipulations, decrees and other litigation documents on behalf of the General Counsel; advise the General Counsel on policy and appellate matters and precedential decisions; and do other related work.

**POSITIONS EXIST IN SACRAMENTO ONLY.**

**EXAMINATION INFORMATION**

The examination will consist of a Supplemental Application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. Applications received by the Final Filing Date, will be reviewed to determine if you meet the minimum qualifications for the classification. Candidates who meet the minimum qualifications will be mailed a Supplemental Application. The Supplemental Application is designed to elicit specific information regarding each candidate's experience and education relevant to the classification. The entire examination consists of the Supplemental Application. Completion of the Supplemental Application is **MANDATORY. Candidates who do not complete the Supplemental Application will be disqualified from the examination.** The information on the Supplemental Application will be competitively rated based on a pre-determined rating criteria and an employment list of eligibles will be established.

## EXAM SCOPE

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

### A. Knowledge of:

1. Legal principles and their applications
2. Legal research methods
3. Administrative law and the conduct of proceedings before administrative bodies
4. Provisions of laws and Government Code sections administered or enforced
5. Statutory and case law literature and authorities
6. Court procedures
7. Rules of evidence and procedure
8. Legal terms and forms in common use
9. Obligations of public officials and administrative boards and agencies.

### B. Ability to:

1. Analyze legal principles and precedents and apply them to complex legal and administrative problems
2. Perform and direct legal research
3. Present statements of fact, law and argument clearly and logically in written and oral form
4. Draft opinions, pleadings, rulings, regulations, and legislation
5. Negotiate effectively
6. Recognize the special problems of regulating political activities in a society
7. Conduct civil litigation
8. Independently present difficult and complex cases before the Commission and in court
9. Assist in crucial litigation
10. Serve in a lead capacity over other attorneys, or other technical and clerical staff.

## GENERAL INFORMATION

**THE FAIR POLITICAL PRACTICES COMMISSION** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY TO** contact the Fair Political Practices Commission, (916) 322-5660, three days prior to the written test date if the candidate has not received a notice.

**FOR AN EXAMINATION WITHOUT A WRITTEN FEATURE** it is the candidate's responsibility to contact the Fair Political Practices Commission, (916) 322-5660, three weeks after the final filing date if the candidate has not received a progress notice.

**IF A CANDIDATE'S NOTICE OF ORAL INTERVIEW** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**APPLICATIONS** are available at State Personnel Board offices (SPB), the SPB web site:

<http://www.spb.ca.gov/Employment/stateapp.htm>, local offices of the Employment Development Department and at the Fair Political Practices Commission.

**IF YOU MEET THE REQUIREMENTS** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described above will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**PROMOTIONAL EXAMINATIONS ONLY:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees maybe allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules maybe reviewed at department personnel offices or the Information Counter of State Personnel Board offices.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breath and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**VETERAN'S PREFERENCE:** California law allows the granting of Veteran's Preference Credits to open entrance examinations and open, non-promotional exams. Credit in open entrance exams is granted as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional exams is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veteran's preference points are on the Veterans Preference Application (Form 1093), which is available from State Personnel Board offices, at the testing location, and the Department of Veteran's Affairs, P.O. Box 942895, Sacramento, CA 94295-001.

**CAREER CREDIT:** In open, non-promotional examinations, career credit is granted to: (1) State employees with permanent civil service status; (2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position; and (3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps. (Eligibility shall expire 24 months after graduation from the California Conservation Corps.) Three (3) points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may be eligible for career credits but they must explain their civil service status in the appropriate section on the Examination Application (Form 678 or 679).

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade maybe demonstrated in any of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

***TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.***

**California Relay Telephone Service for the deaf or hearing impaired-**  
**From TDD phones: 1-800-735-2929**  
**From Voice phones: 1-800-735-2922**